



BFCHRJ - 156 – Payments Clerk | Treasury and Cash Management | Bahrain

About the role:

The Payments Clerk works as part of the Treasury & Cash Management Team responsible for processing the Company's payments and investigating payment queries in an environment where thousands of transactions are processed each day.

Your Responsibilities:

- Inputting and creation of all payments in a timely manner.
- Sending/Issuing deal confirmations to correspondents/service providers.
- Sending amendments/enquiries to the correspondents/service providers.
- Following up with banks/service providers on all new/pending queries.
- Proper filing and maintenance of all the supporting documents.
- Sending Payment files, Third Party settlements and performing payment file uploads.
- Preparation of bank guarantees/ bank payment instructions and liaising with banks on the same.
- Daily checking of pending payments dispatch reports.
- Coordinating with other departments for the queries in connection with the payments status.

Qualifications:

- Graduate degree holder or equivalent preferred.
- Minimum 1-year experience of Payment Operations in a high transaction volume environment preferred.
- Customer Service experience preferred.
- Knowledge of SWIFT and other international payment systems preferred.
- Fluent in English
- Basic PC skills (intermediate knowledge in MS Office)

About You:

- High attention to detail
- Strict work ethics
- Well-presented
- Self-motivated with high levels of drive and energy
- Excellent organization skills

Other skills required for the job:

- High standard of accuracy and attention to detail
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Proven team player
- Strong written and verbal communication skills